

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Parks and Open Space Manager	<b>Job Family:</b> III
<b>General Classification:</b> Management	<b>Job Grade:</b> 26

**Definition:** To plan, organize, direct and coordinate the activities of the Parks and Open Space Services Division, including park planning, design and maintenance of Stevens Creek Trail and Shoreline Park; coordinate the Volunteer Program for Rengstorff House docents; to coordinate activities with other divisions and departments; and to provide highly complex staff assistance to the Community Services Director.

**Distinguishing Characteristics:** This single-class position receives general direction from the Community Services Director. The Parks and Open Space Manager exercises direct and indirect supervision over assigned clerical, technical, professional and supervisory personnel.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Assists in the development and implementation of departmental goals, objectives, policies and procedures.
2. Manages, directs and organizes the activities of the Parks and Open Space Division.
3. Directs, oversees and participates in the development of the Parks Service's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
4. Prepares the Parks and Open Space Division operating and capital budget; assists in the budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; conducts analysis in administering the approved budget.
5. Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures; recommends employee terminations.
6. Enforces ordinances, codes and City regulations related to the open space development and parks services.
7. Attends City Council and other Board and Commission meetings; prepares reports and documents; makes public presentations.

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8. Develops and manages a variety of grants, contracts and agreements related to park activities.
9. Performs other duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of park and open space planning and operations; principles and practices of park policy development and implementation; principles and practices of operational analysis, business correspondence and report writing; pertinent local, State and Federal laws, rules and regulations; operating and capital budgeting procedures and techniques as related to the City of Mountain View; principles and practices of supervision, training and personnel management.

Ability to: Organize, direct and implement a comprehensive Parks and Open Space Services program; prepare and administer both a capital and operating budget; effectively supervise, train and evaluate personnel; develop concise recommendations; prepare complex reports and make effective public presentations; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; operate applicable computer hardware and software applications.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training and experience equivalent to a Bachelor's degree from an accredited college or university with major course work in park and open space management or a related field, and four years of increasingly responsible experience in park management, including one year of supervisory responsibility.

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license.

Established October 1991

Revised August 1996

CLASS SPECS

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